Human Resources

DATE POSTED: **February 06, 2006**

REQ. # 06-031

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from**02-06-2006** TO **02-10-2006,**
but will remain open until filled.

DEPARTMENT/DIVISION
LIBRARY - FORT PIERCE BRANCH

POSITION AVAILABLE
PART TIME LIBRARY CLERK

OF OPENINGS
1

STARTING SALARY
$6.67 / hour

COMMENTS
Part time position in the Reference Department of the Fort Pierce Branch Library. Position is 24 hours per week with nights, Saturday and Sunday work schedule. Position involves reshelving returned library materials; keeping the periodical stacks straight; keeping Reference collection in proper Dewey Decimal classification. Some work on public computers to assist the public. Good communication skills needed.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 850
PAY GRADE 2
SALARY : $6.67 - $10.38
LIBRARY CLERK

MAJOR FUNCTION: Routine clerical and library work that follows well established procedures.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of Business English, spelling and arithmetic. Knowledge of filing techniques and basic computer terminal skills. General knowledge of library practices, principles, and techniques.

Abilities: Ability to understand and follow oral and written instructions. Ability to make arithmetic computations and tabulations accurately and with reasonable speed. Ability to learn assigned tasks readily and to adhere to prescribed routine. Ability to meet and deal courteously with the general public. Ability to input data into a computer terminal. Ability to operate library equipment. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Sorts and files material alphabetically, numerically, and other predetermined categories. Withdraws materials from files upon request and keeps records of materials. May attend circulation desk. May be called upon to answer routine questions and provide direction. Assists the patron with forms and applications. Sort to shelves books, etc. Performs basic database maintenance to correct typographical and classification errors in bibliographic records. Assists in maintenance of shelf list and card catalogs. Prepares, monitors and receives bindery orders for the Library System. Repairs library materials and maintains inventory of mending supplies. Processes library materials, e.g. labeling, stripping, covering, bar-coding, etc. May assist in program presentations. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Good vision and hearing with or without correction. Frequent walking and standing. Ability to lift 50 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside library facility in a sedentary or standing posture. Some areas of the library facility have high dust levels, which may cause allergic reactions. Occasional stressful interactions with irate patrons.

WORK HAZARDS: Possible vision dysfunction due to moderate computer work. Possible reaction to certain cleaners used in the mending and cleaning of books.

EDUCATION: Graduation from high school or possession of an acceptable, equivalency diploma. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Some experience in an office or library work.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Driver's License may be required.

Union	Non-Union ✔	Exempt	Non-Exempt ✔